



24 FEB 1966

**MEMORANDUM FOR: Deputy Director for Support**

I have noted with great pleasure your memorandum of 9 February 1966 commending the Office of Logistics in general and Mr. George E. Meloon in particular for their accomplishments during Fiscal Year 1965. I am always pleased to receive such reports demonstrating full compliance with the spirit of the President's directives to get a dollar's worth for every dollar spent.

Please extend my congratulations to Mr. Meloon and his staff and ensure that these commendations are noted in the personnel files of the appropriate employees.

((signed) W. F. Raborn

**W. F. Raborn**

ExDir:LKW:jrf

Distribution:

0 - Adse w/O of 66-572

✓ - ER w/cc of 66-572

**SECRET**

66-572

9 FEB 1966

**MEMORANDUM FOR: Deputy Director of Central Intelligence****SUBJECT : Commendation - George E. Meloon, Director of Logistics**

1. This memorandum is for your information only.

2. During Fiscal Year 1965 the Office of Logistics initiated action on programs designed to reduce personnel strength and, at the same time, improve efficiency. The programs were aimed largely at improving workload absorption and quick reaction capabilities through improved organization, management and procedures. On 12 July 1965 Mr. George E. Meloon was appointed Director of Logistics. Since that date he has not only carried forward the plans developed by his predecessors, but he has added innovations of his own. His ability to cement previous plans with his own has significantly improved the Office of Logistics' contribution to the Agency's mission.

3. The Office of Logistics has demonstrated on numerous occasions its capability to react quickly in support of operating requirements. Noteworthy among these occasions have been the support rendered during the

[REDACTED] The Office's ability to react quickly has been influenced to a considerable extent by Mr. Meloon's personal attention to such situations.

25X1

4. I have observed substantial improvements in logistical organization and procedures. Improvements in this field have included a system for the simplified handling of interdepartmental requisitions, the elimination of an accounts payable ledger, improved printing capabilities, and reorganization of the Agency's transportation activity. Action has been taken to eliminate the necessity of stocking items such as field clothing and film which can be obtained from military sources as needed.

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

**SECRET**

**5. Future objectives of the Office of Logistics include:**

- a. The furnishing of supplies to the Agency's Building Supply Offices by the General Services Administration. This action would eliminate about 900 requisitions per month.
- b. An improved priority system for handling requisitions through the separation of project materiel from administrative supplies.
- c. Revisions in stock levels based upon issue experience.
- d. The establishment of a Finance Unit [ ] to reduce paper flow.

25X1

**6. Economies have also been achieved in areas other than the Office of Logistics through Mr. Meloon's efforts.** [ ]

25X1  
25X1

**7. The workload of the Office of Logistics has increased steadily in recent months. Through the ingenuity of Mr. Meloon and other key personnel of the Office of Logistics, these additional workloads have been absorbed and, at the same time, personnel strength has been reduced. It is with considerable pleasure that I invite your attention to this example of managerial excellence by Mr. Meloon and other key personnel in the Office of Logistics.**

SIGNED R. L. Bannerman

**R. L. Bannerman  
Deputy Director  
for Support**

*Copy sent to D/PPS by ExDir-Comp - 3/24/66*

**SECRET**

MEMORANDUM FOR: Admiral Raborn

Attached is a brief report from the DD/S commending the Office of Logistics for outstanding accomplishments during Fiscal Year 1965 and a proposed memorandum of response.

Recommend signature.

*signed Feb 24*

*Ex Director  
a note of this  
should be made for  
our annual report  
"cost savings"  
R/DEI*

[Signature Box]

L. K. White

23 FEB 1966

(DATE)

FORM NO. 101 REPLACES FORM 10-101  
1 AUG 54 WHICH MAY BE USED.

(47)

25X1

**SECRET**

Executive Registry

66-589

10 February 1966

**MEMORANDUM FOR:** Deputy Director for Support

**SUBJECT** : Contract with

25X1

1. I am forwarding the attached voucher through you because I want you to establish procedures which will ensure that only the responsible officer or component can authorize the charging of projects to that account.

2. I have examined this particular project with care and do not wish to imply that anyone has acted in bad faith. The oral commitment of Mr. Kirkpatrick should certainly be honored. However, it does seem to me that the Offices of Personnel and Finance should not honor such requests in the future without written authorization from the responsible officer.

3. I should appreciate your taking the necessary steps to ensure that such procedures are established.

/s/ L. K. White

L. K. White

Executive Director-Comptroller

**Attachment**  
**Voucher**

ExDir:sbo

Distribution:

0 & 1 - Adse w/att

1 - ExDir

✓ 1 - ER

1 - AD/DCI

**SECRET**

GROUP 1  
Excluded from automatic  
downgrading and  
declassification